

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **TERESA A. MCGLONE**, to assist the Financial & Administrative Services as a Grants Administrator at a biweekly rate of \$1,923.08 for 40 hours per week. The term of the contract shall be for the period of April 16, 2004 through April 15, 2005.

APPROVED this 6th day of April, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **TERESA A. MCGLONE**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Financial and Administrative Services Department, desires to employ the Employee as a Grants Administrator; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Financial and Administrative Services Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about April 16, 2004 and be completed by April 15, 2005.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Nine Hundred Twenty Three and 08/100 Dollars (\$1,923.08). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and shall not be eligible for overtime pay.

The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same

manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be

performed is in the Financial and Administrative Services Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee

at the following addresses:

CITY: City of El Paso
Financial and Administrative Services Department
Attn: Director
2 Civic Center Plaza
El Paso, Texas 79901-1196

EMPLOYEE: Teresa A. McGlone

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 6th day of April, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Teresa A. McGlone

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

William A. Chapman, Chief Financial Officer &
Deputy CAO

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____, Secretary
Date: 3/25/04

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

GRANTS ADMINISTRATOR

(EL PASO CONTRACT POSITION)

Summary

Under general direction, research, develop and submit grantor similar funding requests to private and governmental sources for City projects and programs.

Typical Duties

Participate in planning and developing grant proposals or similar funding requests to obtain additional funding. Involves: Independently investigate research and develop funding opportunities from private, local, state and federal sources and determine whether requirements for applying for funds are met. Confer with personnel affected by proposed programs to establish objectives and develop plans to implement, outline how funds are to be used, discuss program requirements and explain procedures necessary to obtain funding. Assist in resolving issues and conflicts with funding agencies. Create and implement opportunities to involve potential corporate and foundation donors. Participate in cooperative projects between the department and other organizations. Meet with representatives of funding sources to work out final details of proposal. Facilitate City-led community collaboratives in response to various proposals.

Write grant proposals and participate in monitoring programs and projects. Involves: Compile and analyze data related to proposed projects. Submit applications to funding agencies or foundations upon approval of City Council. Observe and evaluate program activities and recommend changes as appropriate. Prepare or assist department personnel to prepare periodic reports to comply with grant requirements. Manage grant budgets. Authorize and initiate payments for services in accordance with contract provisions. Maintain records related to grant funded programs.

Perform other duties as required. Involves: Substitute, if assigned, for coworkers during temporary absences by performing specified duties and responsibilities sufficient to maintain continuity to normal operations. Research and prepare promotional or other program material. Keep abreast of current developments in the field.

Minimum Qualifications

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Business Administration, English, or a related field, plus three (3) years of professional experience writing, developing or administering contracts or grants, including preparation of grant applications, contracts or similar documents.

Teresa A. McGlone
~~XXXXXXXXXXXX~~
~~XXXXXXXXXXXX~~
~~XXXXXXXXXXXX~~
~~XXXXXXXXXXXX~~

Experience Summary

My early experience as a systems analyst with specific training in program applications and systems conversion testing provided me with the analytical skills I have used successfully as an administrator, grants writer, technical writer, and program developer. I have utilized these skills to acquire major project funding through grants, proposals, program development, and fund development for Community Health Centers, UTEP, Texas Tech Medical School (El Paso), and various Community Based Organizations (San Elizario Progresiva HUD funding). In 1998, I temporarily left the community development field to pursue my undergraduate education and received my undergraduate degree from UTEP in the summer of 2002. I continue to write grants and provide Technical Assistance as a volunteer for community agencies such as West Texas Council, National Corporation for Employment Development (NCED), and assisted UTEP in a HUD SuperNOFA proposal. I am a lifelong El Pasoan with a commitment to creating opportunities for our underserved community.

Employment History

12/95 to 1/98 Contract Grants Writer and Strategic Planner
 Centro San Vicente
 (915)859-7545

Responsible for developing grants and proposals to federal, state, and private foundation funding sources; performed Strategic and Program Planning activities. Directed and coordinated the Center's participation and formation of collaborative initiatives with community agencies in the development of grant proposals. Performed community outreach resulting in the development of surveys to determine area needs and designed programs to meet those needs. Coordinated and performed health care, social services, housing and poverty research. Performed economic development resource identification and statistical analysis. Identified and cultivated potential funding sources and served as administrator for grant writing and program start-ups overseeing all aspects of Center social services outreach programs including the development and funding of a major HUD housing and economic development project in the service area. Performed technical writing in all aspects of Center administration, including Center policy, protocols and procedures (including credentialing process for all health care personnel), project evaluations and responses to Federal Requests for Proposals (RFP). Assisted Chief Financial Officer in preparation of Budgets and composed Budget Justifications. Prepared and submitted quarterly reports to funding sources. Performed additional professional duties as assigned by the Executive Director. Reported directly to Executive Director and Board of Directors. Major funded projects: HUD Self Help

Center (San Elizario) through TDHCA, Federal 330 grant, VISTA Americorp project and proposal for HCFA Cost Based Reimbursement.

4/89 to 11/95 Director, Community and Fund Development
 Centro San Vicente
 (915)859-7545

Responsible for community and fund development with a principal focus in grant writing and research. Performed community outreach and public relations activities, media coordination, and fundraising campaigns. Represented the Center at local, state, and national fund development events. Served as principal liaison between the Center and Daughters of Charity National Health Care System, State of Texas and federal funding sources. Represented Centro San Vicente at seminar and conference presentations. Served as Community Development Administrator and Principal Grantwriter. Coordinated data collection and statistical surveys resulting in federal designations and funding. Reviewed and monitored technical specification compliance regarding state and federal grant funded projects as well as projects funded through foundations. Responsible for recruiting clinical and administrative staff positions. Assisted Executive Director and Chief Financial Officer in fiscal and contractual monitoring of all grant funded projects including sub-contractors. Prepared project budgets and budget justifications. Monitored project evaluations for compliance and prepared quarterly reports to funding sources including reports mandated by state and federal procedures. Coordinated and reviewed the design and preparation of community needs assessments and surveys. Conducted focus group outreach of area residents and consumers regarding community needs for inclusion in strategic planning process. Developed Community and Fund Development Strategic Plan. Designed and established interdepartmental multidisciplinary and interdisciplinary process procedures regarding Center program development resulting in a community based Advisory Committee. Designed and prepared Center Annual Report outlining sources and uses of funds. Participated in Center's annual independent audit process. Researched and articulated federal public policy as related to Center grant writing activities for Center Board of Directors and Advisory Committee. Performed additional professional duties as assigned by Executive Director. Reported directly to Executive Director and Board of Directors. Major funded projects: Indigent Health Care, Texas Department of Health COPC, Vista Volunteer (Promotoras), Medicare Waiver, Federally Qualified Health Center, PPIP grant, CDBG, MCH Title V, Fund for the Poor.

8/85 to 4/89 Project Coordinator
 Paso del Norte Area Health Education Center (AHEC)
 (915)747-5544

Responsible for coordinating Area Health Education Programs in a six-county service area in West Texas. Coordinated AHEC primary health care and social services recruitment and retention programs with the Texas Tech Health Sciences Center. Under the supervision of the Executive Director, participated in the development and implementation of health education programs directed towards serving low-income

families. Reviewed grant applications for completeness, made recommendations regarding grants approval to Center Board of Directors. Conducted on-site evaluation of grantee projects. Assisted in the preparation and writing of annual HRSA reauthorization grant. Annually AHEC provided approximately \$250,000 in funding to area health care and social service agencies, Texas Tech Medical School and UTEP College of Nursing in the form of grants.

12/79 to 1/84 Systems Analyst
 Systems Integration, Inc.

Tested applications software. Responsible for writing and organizing computer hardware and software training materials including technical documentation. Performed training and marketing services for customer service bureau, including troubleshooting and computer system design and set-up. Served as member of Project Management Team.

Education

Academic – B.A. in History with a minor Political Science
University of Texas at El Paso

Professional – Daughters of Charity National Health Care System
Strategic Planning and Community Development 1990; 20 hours

Seton Center
Grants Development 1992; 12 hours

Languages: English/Spanish